

County Case & Program Management Webinar Q&A

The following questions and answers are in response to questions that were received by the PROOF team during our County Case & Program Management (CCPM) webinars on April 26th and 27th. The purpose of the webinars was to present information regarding possible participation in the 2012 implementation of the CCPM module of the PROOF system. 27 counties participated in the webinars.

1. What are county user licenses?

The PROOF data system is built on a Commercial-Off-The-Shelf (COTS) software product and therefore requires a user license to access PROOF. First 5 California purchased a number of user licenses to allow PROOF users access to the CCPM, State Signature Programs (CARES Plus), and Annual Report modules. Some user licenses will be allocated to the counties at no cost to the county.

If counties require additional user licenses beyond what is provided by the State, there may be costs associated with the additional user licenses. The costs associated with the extra licenses are currently under review. Counties are encouraged to submit their request to participate while a decision is being discussed.

2. What are the costs associated with Resources, FTEs and user licenses?

As described in the webinar, there are costs to the counties associated with allocating resources to develop the CCPM module. Each county that plans to use the CCPM module will need to devote a resource to train new users and manage user IDs. Smaller counties may need less hours, but larger counties may need additional resources depending on the number of users in each county.

See #1 above for information regarding user licenses.

3. Is it your intent to roll out the first version of the PROOF CCPM module in spring of 2012?

Yes, the initial roll out for the CCPM module of PROOF begins in spring 2012. It is the intent of the PROOF project to implement 12 counties in the first roll out.

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- 4. Will all nine (9) of the existing PEDS counties participate in the CCPM User Group? Have more than three (3) additional counties expressed interest in participating in the CCPM User Group?**

We have received informal requests from each of the nine (9) existing PEDS counties to continue use of a statewide data system. The CCPM Participation Request form will formalize this agreement. We will not know how many additional counties are interested in participating until we receive the CCPM Participation Request forms.

- 5. If a County is considering using the CCPM module for a select number of programs and grantees, not their entire Case Management, will PROOF allow importing and exporting of data between our legacy system and PROOF?**

PROOF will provide for common standardized data upload and export options. We will work with the CCPM user group to define the data needs and the standard formats.

- 6. What benefit will a county receive from becoming a participant in the initial 12 counties in the CCPM User Group?**

If a county chooses to participate in the initial CCPM user group they will have the ability to inform the discussion on what components should be included in the CCPM module. These counties will also have the ability to view the system and gain additional knowledge of the system before it rolls out to the remaining counties.

- 7. If a county is not interested in being one of the initial 12 counties in the CCPM User Group will there be an opportunity to participate at a later date? Also, how will counties be informed about the future module availability?**

The project team has not yet made a determination on when additional counties will have the opportunity to begin using the CCPM module. Once all the requests to participate are received after May 9th the PROOF project will determine future availability of this module.

PROOF project updates are located at
<http://www.cafc.ca.gov/evaluation/proOf.asp>.

Updates are also periodically sent through the First 5 California evaluation listserv. To subscribe to this listserv visit
<http://www.cafc.ca.gov/evaluation/default.asp>.

- 8. Will training be made available to counties regardless of their participation in the CCPM user group?**

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Training materials and resources should be made available via the Web. Formal user training sessions will be limited to the initial 12 counties implementing the CCPM module.

9. Which modules in the PROOF system are optional and which are required?

- a. The CCPM module is an optional module of PROOF. Counties that use the CCPM module will decide how much of the system is used to support their county program and case management.
- b. All First 5 County Commissions will be required to submit their Annual Report data in PROOF.
- c. All counties participating in the CARES Plus program are required to enter participant data in PROOF.
- d. Counties can anticipate use of PROOF and required data for future state signature programs.

10. Will the CCPM module in PROOF be similar to PEDS in that it sends information to First 5 California for the State Annual report?

Yes, the counties using the CCPM module will have the option to roll their detail or aggregate program data into the Annual Reporting module of PROOF.

11. Will the CCPM module in PROOF be flexible enough to allow some of the county programs to enter participant level data and have other programs collect aggregate data?

Yes.

12. If intake and follow up forms are going to be developed, will there be the ability to have PROOF county specific fields around intake and follow up data?

That is a question for the user group. There are multiple ways to handle this situation. The user group will have to work together to determine the best method to address this.

13. How will you determine which evaluation tools will be included?

This is also a question for the user group. Each county has their own methods for evaluation. Some work has been completed to determine which are common tools used by the counties; further analysis will need to take place to determine what ultimately can be included in the PROOF system.

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14. Can you explain what is User Acceptance Testing (UAT)?

This is the testing that occurs before the system can be approved to “Go Live”. The purpose of User Acceptance Testing is for users to verify that the system meets the intended requirements. UAT is scheduled for July 5 through July 15 immediately preceding final acceptance of the system. The emphasis is on evaluating the system via normal business circumstances, but in a controlled testing environment. The UAT testing will ensure that PROOF users can perform their day-to-day operations. Testing will occur with the assistance of First 5 California and its’ contractors.